



## CITY OF LONG BEACH POLICE DEPARTMENT

### **EMPLOYMENT OPPORTUNITY** **ASSISTANT ADMINISTRATIVE ANALYST II**

\$24.879 – \$33.787 per hour

#### **THE POSITION**

The Long Beach Police Department has an immediate opening for an Assistant Administrative Analyst II (AAA) in the Office of the Chief of Police. The office is comprised of the Chief of Police and six staff members and, among other projects, serves as the Department's main clearinghouse for Public Records Act (PRA) requests. This position reports to the Sergeant in charge of Police Department PRA's, providing support and taking primary responsibility for managing PRA requests.

#### **EXAMPLES OF DUTIES**

- Manages all incoming PRAs and information requests;
- Maintains an electronic tracking log of all PRAs and information requests;
- Collects, interprets and analyzes complex information and data;
- Develops and implements administrative systems and procedures;
- Establishes and maintains communication and cooperation among individuals and organizations both within the City and with external entities;
- Gathers and prepares statistical information and data for presentation;
- Coordinates requests with the Records Division and Community Engagement Division;
- Archives documents;
- Performs other related duties as required.

#### **MINIMUM REQUIREMENTS**

- Three or more years (full-time equivalent) of progressively responsible paid administrative experience;
- Ability to work with confidential information;
- Excellent writing, proofreading, and oral communication skills;
- Ability to multi-task and manage competing priorities;
- Excellent interpersonal skills to work effectively with both external and internal clients at all levels;
- Exceptional organizational and time-management skills;
- Ability to work independently with minimal supervision;
- Strong attention to detail;
- Proficiency in the Microsoft Office Suite of programs;
- Excellent work attendance, professional appearance and demeanor;
- A valid California Class C Driver License.

#### **DESIRABLE QUALIFICATIONS**

- Proficiency in Tiburon, RMS and ARS
- Experience with database software programs

*This information is available in an alternate format by request to the Police Department Personnel Division at (562) 570-7310. If you require an accommodation because of a disability to participate in any phase of the selection process, please request when submitting your resume or contact the Personnel Division at (562) 570-7310*

#### **APPLICATION PROCESS**

This position is open to current classified Assistant Administrative Analysts and those reachable on the Assistant Administrative Analyst Civil Service Eligible List. Interested candidates must submit a letter of interest and resume with detailed work experience to:

**Long Beach Police Department/Personnel Office**  
**400 West Broadway, 2<sup>nd</sup> Floor**  
**Long Beach, CA 90802**  
**[claudia.lewis@longbeach.gov](mailto:claudia.lewis@longbeach.gov)**

Submissions must be received by **4:30 PM, Friday, August 28, 2015**. Incomplete submissions will not be considered. Those candidates determined to be best suited for the position will be invited to participate in the selection process.